



HUMAN RESOURCES

STUDENT EMPLOYMENT

CENTRAL MICHIGAN UNIVERSITY

Student Employment Services Student Hire Form

Please fill out the following form. Print, Sign, and mail to: Student Employment Services, UC121; or fax to 774-4480. A copy of this form will be returned to your office upon award evaluation. Any questions, please call: 774-3881

Last Name: _____ First Name: _____

SSN #: _____ - - _____ Campus ID#: _____

Permanent Home Address: _____

City: _____ State: _____ Zip: _____

Does this student have a family member working in a supervisory role within their assigned department? Yes No
(Incomplete answer will be assumed as a "No")

Department: _____ Contact Person: _____

Phone: _____ Fax: _____ Check Distribution Code: _____

Type of Award Desired: Academic Year Summer

Work Study GSA Projected Amount: \$ _____

If student is NOT eligible for work study, do you want to hire them as GSA? YES* NO
*If yes, indicate GSA cost center as well as work study cost center.

Work Study Cost Center: _____ GSA Cost Center: _____ WBS Element (Grant) _____

Level: S-1 S-2 S-3 Job Title: _____ Timelink Task #: _____

Begin Date (mm/dd/yyyy): _____ End Date: _____ Rate of Pay: \$ _____

Supervisors Signature: _____ Date: _____

Do not write below this space

Type of Award: **GSA** General Student Assistance **FWS** Federal Work Study **MWS** Michigan Work Study

Award Amount: \$ _____

I-9 Form: Completed Need to fill out

RIGHT TO KNOW is now available on Managers Desktop, found under CMU Management Reports – Personnel Development – Qualifications Overview. If you have questions, contact: Environmental Safety Services: 774-7398

SES Evaluation Completed By: _____ SAP Entry Completed By: _____